



**MONROE COUNTY PLANNING DEPARTMENT  
HOME OCCUPATIONAL LICENSE APPLICATION**  
Application Fee: \$300.00

**APPLICANT:**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Business Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Land Use District: \_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY:**

Key: \_\_\_\_\_ Mile Marker: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Street Address: \_\_\_\_\_

If legal description is in metes and bounds, attach description on a separate sheet.

Real Estate (RE) Number: \_\_\_\_\_

**PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION:**

If supporting data (i.e. survey, plot plan) are larger than 8 1/2 x 14 inches, the applicant **MUST** submit sixteen (16) copies of each.

- 1) Copy of lease, deed or tax receipt.
- 2) Sixteen (16) prints of a photograph of the front of the residence (no photocopies).
- 3) Site plan (a scaled drawing with dimensions). See advice on page 4.
- 4) Floor plan of house to scale showing the location and square footage of the area to be used for business and total square footage of the house. (The area used for business cannot exceed 20% of the total area of the house.)
- 5) Written description of business operation including product or service to be sold, type of equipment used, number of employees and methods of contacting and meeting customers.
- 6) Typed list of property owners within a 300' radius of the subject property. This list should be compiled from the current tax rolls located in the Property Appraiser's Office. Also, please indicate the subdivision name, lot & block #'s for each address. Please realize that adjoining is not disrupted by a canal or street. When a condominium is adjoining the property, each unit owner must be provided.
- 7) Location map to help someone drive to the residence.
- 8) Home Occupation Special Use Affidavit (attached, see page 2).

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## HOME OCCUPATION SPECIAL USE AFFIDAVIT

### APPLICANT:

NAME: \_\_\_\_\_

RE #: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

I agree to abide by the following list of conditions and requirements in applying for, and operating, the requested Home Occupation:

- 1) The home occupation is incidental and secondary to the residential use of the building.
- 2) The home occupation does not change the essential residential character of the use.
- 3) No more than one non-resident is employed.
- 4) The home occupation is confined to no more than twenty (20) percent of the total floor area of the dwelling.
- 5) There will be no displaying or selling of any stock in trade on the premises.
- 6) There will be no visibility of the operation from any other residential structure.
- 7) There will be no storage of equipment or material used in the home occupation outside of the dwelling.
- 8) I will not utilize mechanical, electrical, or other equipment which produces noise, electrical or magnetic interference, vibration, heat, glare or other nuisance outside of the residential building or accessory structure.
- 9) The use will not increase the average daily automobile trips generated by the residence in which the home occupation is being conducted.
- 10) There will be no use of the street address of the home occupation on any business card or in any advertisement or promotional materials.
- 11) There shall be no sign on the premises indicating that there is a home occupation within the building.

I further understand that in obtaining an Occupational License from the County Tax Collector's Office, I am not absolved from complying with the provisions of the Monroe County Land Development Regulations. I further understand that there may be additional approvals and/or permits required in order to legally operate the aforementioned business at the proposed location.

By my signature below, I do hereby agree to the conditions stated above. I understand that if I do not comply with any of the above conditions, my home occupation may not be in compliance with the provisions of the Monroe County Land Development Regulations, and that if so adjudged, that the Code Enforcement Department will be notified of the situation for their consideration.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to ( or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_, by \_\_\_\_\_ who is personally known or who has  
produced \_\_\_\_\_ as identification.

Notary Signature \_\_\_\_\_

## SAMPLE AFFIDAVIT

I, John Doe, of 1600 Bayshore Drive, Cudjoe Key, do hereby affirm that I posted a waterproof sign on my property pursuant to Section 9.5-45(c) of the Monroe County Code on December 29, 1998. This sign is four square feet in area and is visible from all public streets and public ways abutting the property. The text of the sign is as below:

A PUBLIC HEARING WILL BE HELD  
REGARDING HOME OCCUPATIONAL  
USE OF LOT 4, BLOCK 5, CONCH SHORE  
SUBDIVISION ON JANUARY 29, 1999 AT  
10:00 A.M. MARATHON GOVERNMENT  
CENTER, MARATHON, FLORIDA

I further affirm that the sign has been continuously posted since December 29, 1998, and is still in position today, and that it is my intention to leave this sign in position until the hearing on January 29, 1999, when my home occupational license is concluded.

This affidavit is accompanied by a photograph of the above mentioned sign in position on my property taken January 17, 1999.

I further affirm that I will remove the sign no later than ten (10) days after the public hearing.

Signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to ( or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_, by \_\_\_\_\_ who is personally known or who has  
produced \_\_\_\_\_ as identification.

Notary Signature \_\_\_\_\_

## ADVICE ON COMPLETING THE HOME OCCUPATIONAL LICENSE FORM

In completing the Home Occupational Application form, you may find the following information useful:

- 1) A survey of the property showing the location of all structures may be submitted instead of the dimensioned site plan. If you do not have a survey, use graph paper to draw your site plan. The plan does not need to be elaborate, but it does need to show the length and width of the property, the street on which the property is located, the location of the house on the property and the dimensions of the house and any water bodies adjacent to the property.

Use graph paper that is divided into one inch grids. A good scale for subdivision lots is one inch equals twenty feet. At the 1"=20' scale, each small square will be 4' x 4'. The thicker lines will be 20' apart. If your property is larger than a subdivision lot, you will probably want to use a scale of 1"=40' or 1"=50'.

- 2) Instead of a dimensioned floor plan, the applicant may submit a house plan reduced to 8 1/2 x 11 with the work area clearly marked and the square footage stated. If you do not have house plans, use graph paper to draw your own floor plan. Be sure that the size of each room is clearly marked, as well as the outside dimensions of the building. Indicate on the plan which scale was used.

- 3) The property on which the Home Occupational License will be located must be posted:

- With a waterproof sign of not less than four (4) square feet.
- The sign must be easily visible from all public streets and public ways abutting the property.
- The sign must be erected thirty (30) days before the public meeting.
- The sign must give the subject, date, time and place of the hearing. See the sample affidavit on page 3.

- 4) The notarized affidavit of posting notice must be brought to the Planning Commission meeting with a photo of the posted notice.